

# **Table of Contents**

)	ROCESSING LOCAL REVENUE DISBURSEMENTS	2
	STEP 1: Verify Data	2
	STEP 2: Create Local Revenue Bills	3
	STEP 3: Run the Billing Interface	5
	STEP 4: Run Disbursement Reports	11
	STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY	20
	STEP 5.1 – Generate and Print Local Revenue Disbursement Reports	20
	STEP 5.2 – Create a Local Interest Bill	24
	STEP 6: Update Bill Status	28
	STEP 7: Process Single Action Invoice	30
	STEP 8: Run the AR_UPDATE Process for Local Revenue	34
	STEP 9: Verify Local Revenue Disbursements	38
	STEP 10: Run the AR Aging Report	39
	STEP 11: Create a Refund Worksheet	42
	STEP 12: Re-Run the AR_UPDATE Process for Local Revenue	46
	STEP 13: Re-Run the AR Aging Report	49
	STEP 14: Load to AP for Voucher Creation	51

#### Before getting started, make sure the following is complete:

All revenue data for the period has been processed. All adjustments for the period have been made.

#### PROCESSING LOCAL REVENUE DISBURSEMENTS

STEP 1: Verify Data – The results of this query will determine if you have any adjustments required before beginning the initial process. Also this query will be used to balance to your Disbursement Summary Report.

**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer

- 1. The **Query Viewer** page will display.
  - a. Enter "AOC\_CHARGE\_ID\_ALLOC\_EOM" as your search criteria.
  - b. Click the Search button.

#### **Query Viewer**



- c. The AOC\_CHARGE\_ID\_ALLOC\_EOM query will display.
  - i. Click the <u>HTML</u> or <u>Excel</u> link, then enter your JUD## (SetID) and Z-date range values for the search. (Include the entire month, i.e. 05/01/2016 to 05/31/2016)
  - ii. The results will show the allocation of all payments and adjustments.
- d. Click the View Results button.
- 2. Query should be downloaded to Excel and sub-totaled by Charge Code.
  - a. Then review each Sub-Total Amount to confirm none are a negative (-) sub-total amount. Should there be a negative sub-total amount, an adjustment must be entered before proceeding to Step 2. (See Appendix for Excel tips.)

**NOTE**: Any errors found must be fixed <u>before</u> moving forward. Navigate to the bill in error to review and make corrections. Contact the JIS Helpdesk for support.

STEP 2: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

- 1. The Local Revenue Disbursement Run Control page will display.
  - a. Select a Run Control Click Search to "Find an Existing Value" or create a new one by selecting the "Add a New Value" tab and enter a Run Control ID (e.g. 'LRV' or 'Local Revenue').
  - b. The Local Revenue Disbursements Interface page will display.
    - i. Business Unit: Enter JUD##.
    - ii. From Date: Enter Beginning date of the disbursement period. (i.e.: 1st of Prior month)
    - iii. Through Date: Enter Ending date of the disbursement period. (i.e.: last of Prior month)
    - iv. Accounting Date: Will default to the selected Through Date. (i.e.: Prior month end date)
    - v. Click the Save button.
    - vi. Click the Run button.



- c. The *Process Scheduler Request* page will display.
  - i. Confirm the AOC\_DIS\_INTF Process Name is selected in the Process List section.
  - ii. Click the **OK** button.

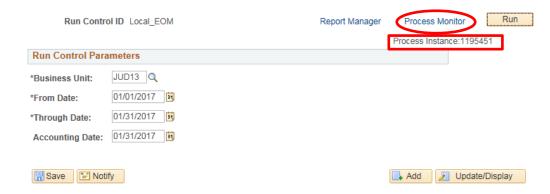
#### Process Scheduler Request User ID debbie.seipp Run Control ID Local EOM Server Name Run Date 03/31/2017 31 Reset to Current Date/Time Recurrence Run Time 1:45:40PM Time Zone **Process List** Distribution Select Description Process Type Local Rev Dis Interface AOC\_DIS\_INTF Application Engine Web ▼ TXT Distribution





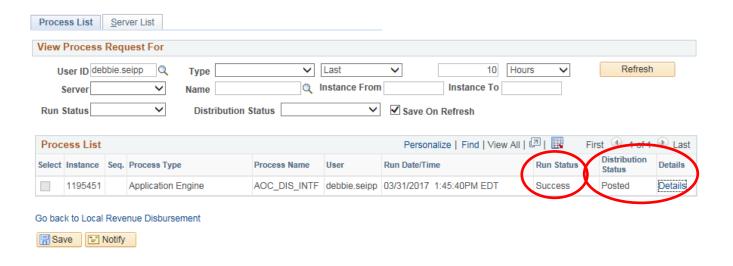
- d. The Local Revenue Disbursements Interface page will display.
  - i. A Process Instance number will display to show that processing has begun.
  - ii. Click the Process Monitor link.

#### Local Revenue Disbursements Interface



The *Process List* page will display.

- iii. Review the process list to see the AOC DIS INTF process is running.
- iv. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - 1. If the Run Status = NO SUCCESS STOP!
  - 2. Call the helpdesk and submit a ticket DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.
  - 3. Once the Run Status = *Success* and Distribution Status = *Posted*. Click the Details link, then Message Log to obtain the Interface ID No. for the next process.



STEP 3: Run the Billing Interface – This step transmits the local revenue disbursement data from the staging table to the Billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

**NAVIGATION:** Main Menu > Billing > Interface Transactions > Process Billing Interface

- 1. The *Process Billing Interface* Run Control page will open.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab or create a new one by selecting the "Add a New Value" tab and enter a Run Control ID to be used each month for processing your local revenue.
  - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the **From Interface ID:** field.
    - i. There should only be one Interface ID in your list.
    - ii. Click the new Interface ID number to add it to the From Interface ID field.

## Process Billing Interface



c. Click the Save button.

Return to Search

- d. Click the Run button.
- 2. The *Process Scheduler Request* page will display.
  - a. Confirm the BIIF0001 Process Name is listed and selected in the Process List section.

↓ Next in List

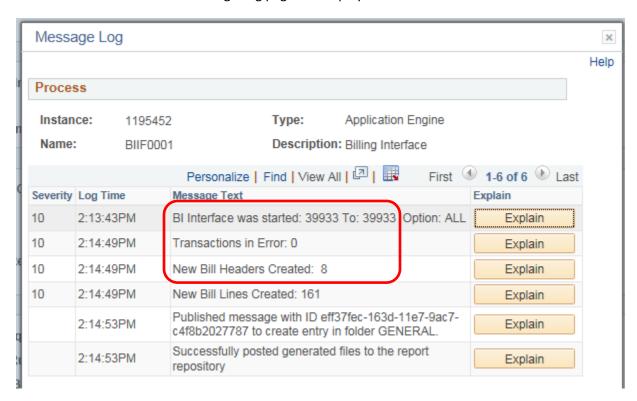
- b. Click the **OK** button.
- 3. The *Process Billing Interface* page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the **Process Monitor** link.
- 4. The *Process List* page will display.
  - a. Review the process list to see the BIIF0001 process is running.

↑ Previous in List

b. Click the Refresh button until Run Status = Success and Distribution Status = Posted.



- i. If the Run Status = NO SUCCESS STOP!
- ii. Call the helpdesk and submit a ticket DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.
- c. Click the <u>Details</u> Link next to the Distribution Status to review the messages and logs associated with the results of the process.
- d. Click the Message Log Link THIS IS AN IMPORTANT STEP.
  - i. The Message Log page will display.



**NOTE**: Write down the, "New Bill Headers Created" (number of bills created) as they will be needed further in the process.

- e. If there are Transactions in Error: STOP! Call the helpdesk and submit a ticket DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.
- f. Return to the *Process Detail* Page by clicking the **Return** button.
- g. Return to the *Process List* Page by clicking the **OK** button.
- h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.



# STEP 3A: Baltimore City District Court Only: Locate the Sheriff Bills for Special

Handling – The sheriff bills are only paid out quarterly, (September, December, March, and June). If you are processing for a non-sheriff disbursing month then you will need to place your sheriff bill(s) on a status of 'HOLD' to prevent from being paid out in the current month.

NOTE: Process 1 should only be completed for months: July, August, October, November, January, February, April and May.

Process 2 should be completed for months: September, December, March, and June.

## Process 1: NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

- 1. The *Bill Entry* page will display.
  - a. The "Find an Existing Value" tab will default in.
  - b. Business Unit: Enter "JUD74".
  - c. **Customer:** Enter 'LOC0005990' which is the customer number for the Baltimore City Sheriff.
  - d. Click the Search button to locate the Sheriff's bill.

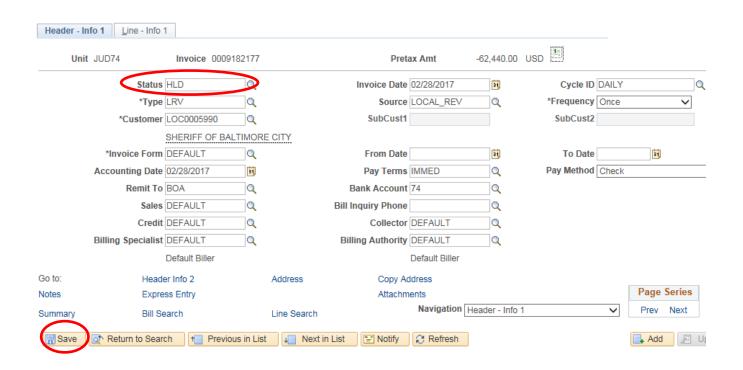
## Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a Ne	ew Value	
▼Search Criteria		
Business Unit = ✓	JUD74	Q
Invoice begins with 🗸		Q
Bill Status =		~
Customer begins with 🗸	LOC0005990	Q
Contract begins with 🗸		
Bills in Business Unit = ✓		Q
Template Invoice Flag =		~
☐ Case Sensitive		
	<b>-</b> 8	
Search Clear Basic Searc	h 🏻 Save Search Criteri	a



- e. Header Info tab will open.
  - i. Change the Status from 'New' to 'Hld' (Hold Bill). This will ensure the bill does not get processed until the appropriate month.
  - ii. Click the Save button.
  - iii. Proceed to STEP 4 below.



## **END OF PROCESS 1.**



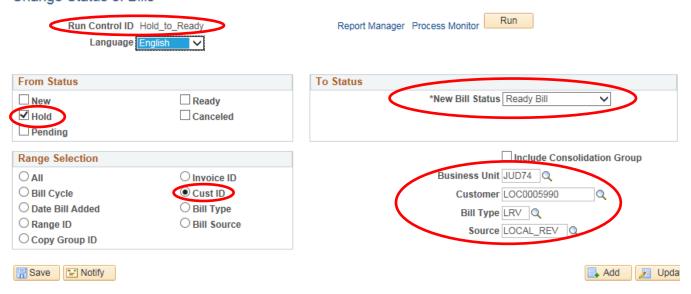
#### NOTE: Process 2 for months: September, December, March, and June.

The below instructions are the months which you will be disbursing the money to the Sheriff. For any one of the above months you will have 2 previous month bills which were placed in a HOLD status. Plus you will have a current bill for the Sheriff in the status of 'New' as all your other LRV bills. These instructions are how to change the 2 bills with a status of HOLD to Ready to Bill so they can be disbursed.

#### Process 2: NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

- 1. The *Bill Status Change* Run Control page will display.
  - a. Select a Run Control Note: Be sure to create a new run control the very first time you run this process. It will then be available each time you need to run this in the future. Name this Run Control 'Hold\_to\_Ready'.
    - a. Search for the run control named, 'Hold to Ready'.
- 2. The *Change Status of Bills* Run Control page will display.
  - a. Complete the following run control settings:
    - i. From Status: Select "Hold".
    - ii. To Status: Select "Ready Bill".
    - iii. Range Selection: Select "Cust ID".
    - iv. Business Unit: Select "JUD74".
    - v. Customer: Enter "LOC0005990"
    - vi. Bill Type: Enter "LRV".
    - vii. Source: Enter "LOCAL REV".
  - b. Click the **Save** button.
  - c. Click the Run button.

#### Change Status of Bills



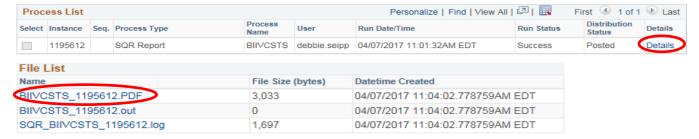


- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the BIIVCSTS Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.





- 4. The Change Status of Bills page will display.
  - c. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - d. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - e. Click the Details Link next to the Distribution Status.
- 6. The Process Detail page will display.
  - f. Click the View Log/Trace link to review the logs associated with the results of the process.
- 7. The View Log/Trace page will display.
  - g. Click the biivcsts PDF file to open the Invoice Status Change Report to review all bills.



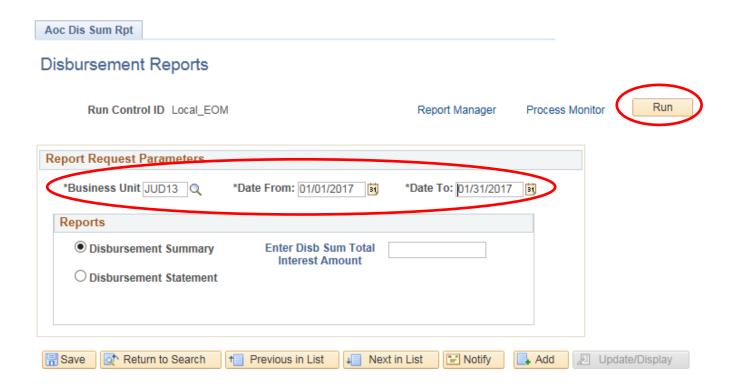
h. You should have 2 bills listed in the report that were changed from Hold to Ready.



STEP 4: Run Disbursement Reports – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > Disbursement Reports

- 1. The AOC\_DIS\_SUM Run Control page will display.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
- 2. The *Disbursement Reports* page will display.
  - a. Business Unit: Enter JUD##.
  - b. **Date From:** and **Date To:** Enter the date range of the disbursement period.
  - c. Select the *Disbursement Summary* option.
  - d. Click the **Save** button to save your run control parameters.
  - e. Click the Run button.



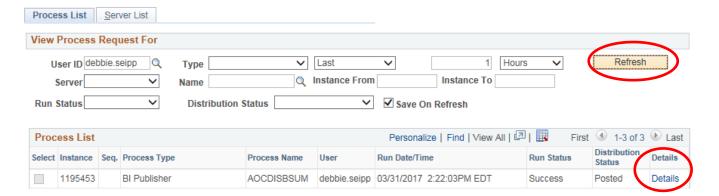


- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the AOCDISBSUM Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the *Disbursement Reports* page.

#### Process Scheduler Request User ID debbie.seipp Run Control ID Local EOM Server Name Run Date 03/31/2017 31 Reset to Current Date/Time Recurrence Run Time 2:22:03PM Time Zone Q **Process List** Distribution Select Description **Process Name Process Type** \*Type \*Format Disbursement Reports AOCDISBSUM BI Publisher Web ✓ HTM Distribution **✓**

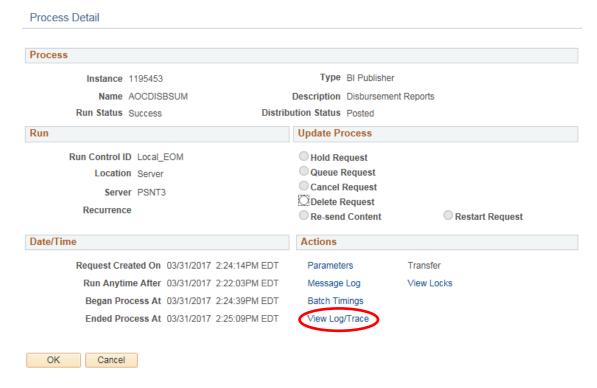


- 4. The *Disbursement Reports* page will display.
  - a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
  - b. Select the <u>Process Monitor</u> link to see the run and distribution statuses.
- 5. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
  - b. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - c. Click the <u>Details</u> Link next to the Distribution Status.

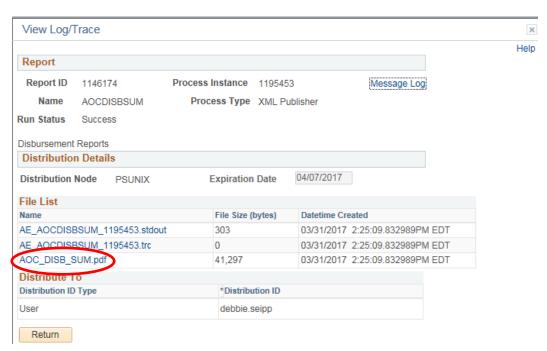




- 6. The Process Detail page will display.
  - a. Click the View Log/Trace link.



- 7. The View Log/Trace page will display.
  - a. Click the AOC DISB SUM.pdf link to open and review the Disbursement Summary Report.





- b. Review the Disbursement Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
  - i. This report should balance to the AOC\_CHARGE\_ID\_ALLOC\_EOM run in the previous step.

Note: If the results do not match, please enter a Helpdesk ticket for assistance in balancing.



#### **DISBURSEMENT TRANSMITTAL SUMMARY**

Prepared By		

**Business Unit: JUD13 - Howard County Circuit Court** 

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0009134597	2017-01-31	Marriage License App	13270	9511	\$6,525.00	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134598	2017-01-31	LR County Transfer Tax	13270	9511	\$2,225,401.16	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134599	2017-01-31	BL County	13270	9511	\$2,010.11	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134600	2017-01-31	Marriage Civil Ceremony	13270	9511	\$680.00	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965

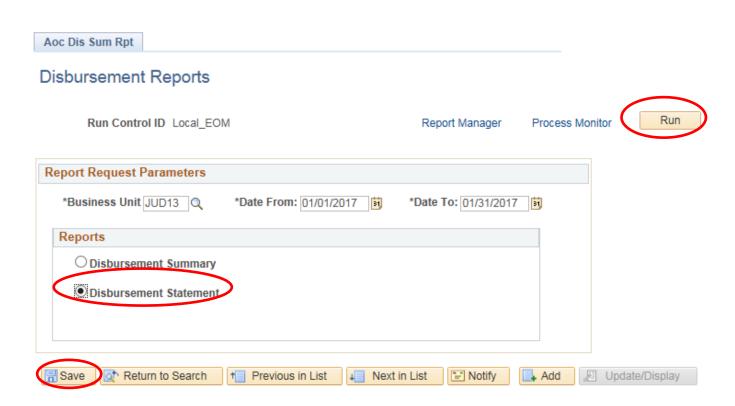
- c. Click the **Return** button to go back to the **Process Detail** page.
- d. Click the **OK** button to return to the Process List.
- e. Click the <u>Go back to AOC\_DIS\_SUM</u> link at the bottom of the page above the Save button.



8. The *Disbursement Reports* page displays.

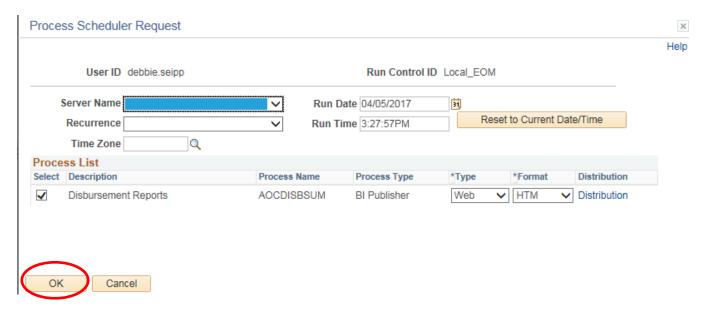
NOTE: Circuit Court should process this report after STEP 5 – Interest is processed.

- a. **Business Unit:** (JUD##) and date range are still populated.
- b. **Disbursement Statement:** Select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
- c. Click the Save button.
- d. Click the Run button.



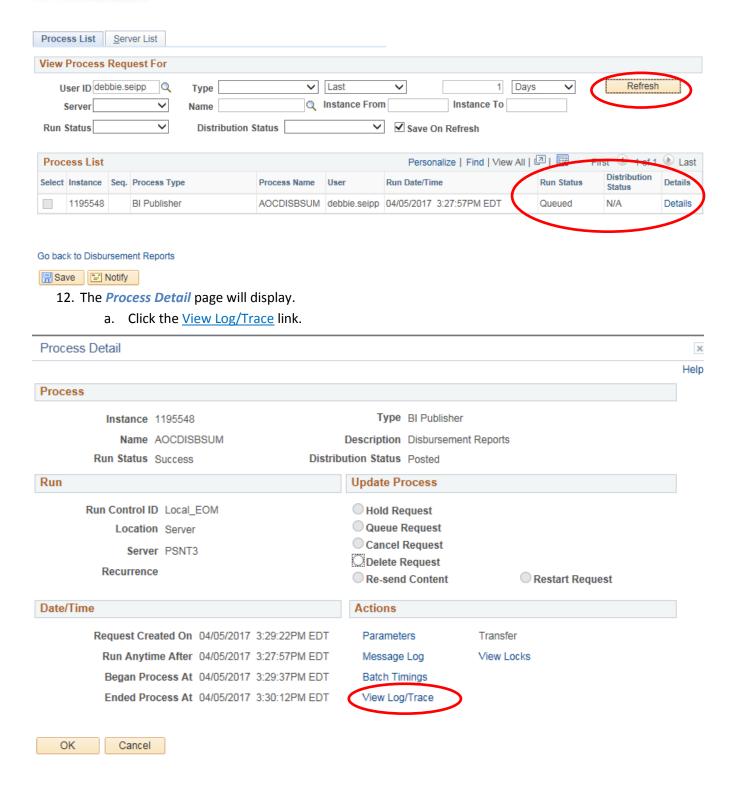


- 9. The *Process Scheduler Request* page will display.
  - a. Confirm the AOCDISBSUM Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the Disbursement Reports page.



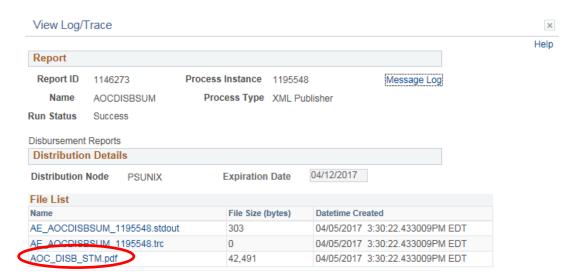
- 10. The *Disbursement Reports* page will display.
  - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
  - b. Select the <u>Process Monitor</u> link to see the run and distribution statuses.
- 11. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
  - b. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - c. Click the <u>Details</u> Link next to the Distribution Status.





- 13. The *View Log/Trace* page will display.
  - a. Click the AOC DISB STM.pdf link to open and review the Disbursement Statements.
  - b. Multiple statements will be generated for this report and print as separate pages by Customer.





c. Disbursement Statement example. Use the scroll button to the right to view all the reports.



Howard County Circuit Court 8360 COURT AVENUE ELLICOTT CITY MD 21043 410/313-3803

DISTRICT COURT #10 OF MARYLAND 3451 COURT HOUSE DRIVE ELLICOTT CITY MD 21043-0000

#### DISBURSEMENT STATEMENT

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0009134602	2017-01-31	CR District Court Costs	526002033	180.00
0009182295	2017-01-31	CR District Court Costs	526002033	45.00
		Net disbursed to:	DISTRICT COURT #10 OF MARYLAND	225.00



If District Court – Skip STEP 5 and go to STEP 6 on page 28.

If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6 on page 28.

If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.



STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY - As part of the Local Revenue

Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the Disbursement Transmittal Summary Report. This will provide the total local revenue to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested be excluded from Interest calculation.

NOTE: The Local Revenue Interest amount provided to you from DBF should be used for current month disbursement, unless you are disbursing your interest quarterly or annually.

#### STEP 5.1 - Generate and Print Local Revenue Disbursement Reports

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > Disbursement Reports

- 1. The AOC DIS SUM Run Control page will display.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
- 2. The *Disbursement Reports* page will display.
  - a. Business Unit: Enter JUD##.
  - b. Date From: and Date To: Enter the 1st and last day of the month interest is being calculated.

Run

- c. **Disbursement Summary:** Select this option.
- d. Enter the total interest amount to be disbursed (e.g. \$439.90).
- e. Click the Save button.
- Click the Run button.

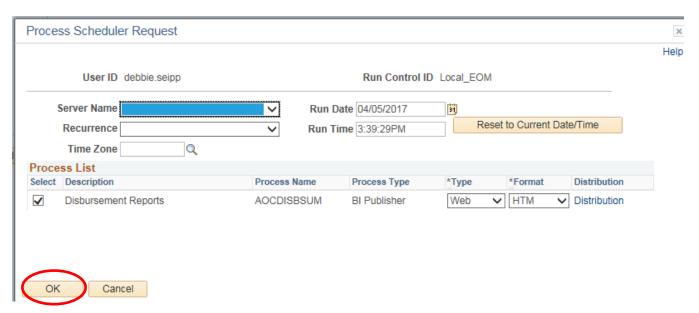
Aoc Dis Sum Rpt

# Disbursement Reports

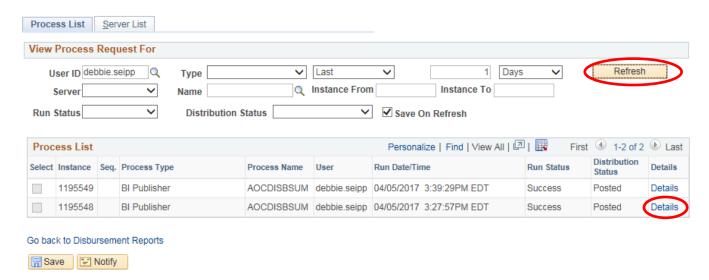
Run Control ID Local\_EOM Report Manager Process Monitor Report Request Parameters \*Business Unit JUD13 Q \*Date From: 01/01/2017 \*Date To: 01/31/2017 Reports Disbursement Summary **Enter Disb Sum Total** 439.90 × Interest Amount O Disbursement Statement Return to Search "=" Notify Update/Display



- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the AOCDISBSUM Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the Disbursement Reports page.

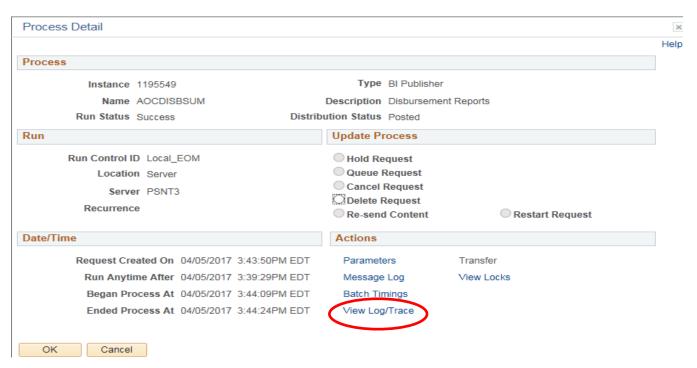


- c. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
- d. Select the Process Monitor link to see the run and distribution statuses.
- 4. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM process is running.
  - b. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - c. Click the Details Link next to the Distribution Status.

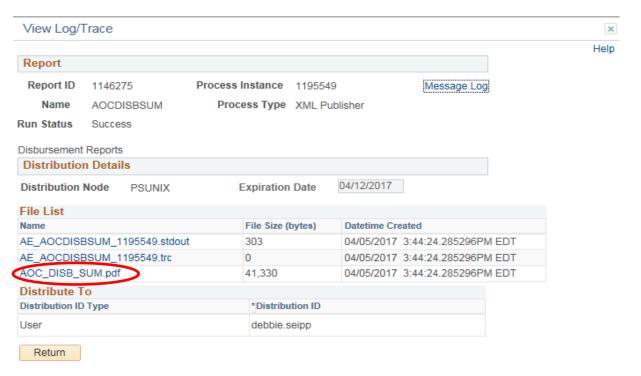




- 5. The Process Detail page will display.
  - a. Click the View Log/Trace link.



- 6. The View Log/Trace page will display.
  - a. Click the AOC DISB SUM.pdf link to open and review the Disbursement Summary Report.





- b. After reviewing the report, notice that all amounts to be disbursed are displayed on the report as a summary invoice amount per charge code/per customer.
  - i. In this example:
    - 1. The Law Library receives money generated from Appearance Fees and CR Fines.
    - 2. The City of Westminster receives money generated from Business Licenses.
    - 3. The Sheriff for Carroll County receives interest money also.

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0009094102	2017-01-31	Appearance Fee	06290	9522	\$2,855.00	156.680	CARROLL COUNTY LAW LIBRARY	521108527
0009094109	2017-01-31	CR Fine	06290	9522	\$1,269.74	69.680	CARROLL COUNTY LAW LIBRARY	521108527
0009094104	2017-01-31	BL Westminster	06270	9511	\$33.55	1.830	CITY OF WESTMINSTER	526000811
0009094107	2017-01-31	Sheriff Carroll County	06290	9522	\$57.00	3.120	CARROLL COUNTY SHERIFF	526000910

- 7. The Disbursement Summary Report with Interest Amounts shows the interest disbursement amount per charge code/per customer. These amounts will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you instead of you having to do it manually. (However, there could be slight rounding differences that would require an adjustment when entering the interest bills.)
  - a. Using the information on the report, a single interest bill will need to be created for each unique customer.
  - b. For the report shown, three interest bills must be created to disburse the interest.

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT		NT AMT	VENDOR NAME	FE	FED ID	
0009094102	2017-01-31	Appearance Fee	06290	9522	\$2,855.00		156.680	CARROLL COUNTY LAW LIBRARY	Bill #1	8527	
0009094109	2017-01-31	CR Fine	06290	9522	\$1,269.74		69.680	CARROLL COUNTY LAW LIBRARY		8527	
0009094104	2017-01-31	BL Westminster	06270	9511	\$33.55	1	1.830	CITY OF WESTMINSTER	Bill #2	0811	
0009094107	2017-01-31	Sheriff Carroll	06290	9522	\$57.00		3.120	CARROLL COUNTY SHERIFF	Bill #3	)0910	
		County		<sup>'</sup> [	Interest Amount	1	I		1		



#### **STEP 5.2 - Create a Local Interest Bill**

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

- 2. The *Bill Entry* page will display.
  - a. Click the "Add a New Value" tab to create a new bill.
  - b. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
  - c. Bill Type Identifier: Enter "INT"
  - d. Bill Source: Enter "LOCAL REV"
  - e. **Customer:** Enter the Local Revenue Customer that will receive the disbursement.
  - f. Invoice Date: Enter the last day of the previous month (same date as local revenue bills.)
  - g. Accounting Date: Enter the last day of the previous month (same date as local revenue bills.)
  - h. Click the Add button to create the new interest bill.

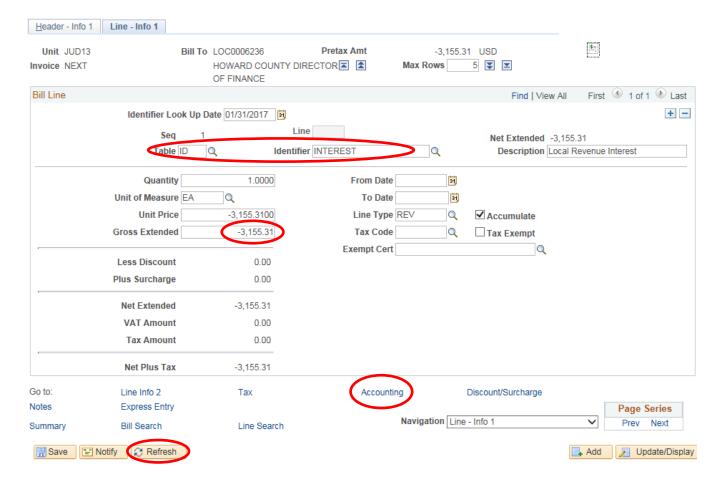
## Bill Entry

Find an Existing Value Add a New Value
Business Unit JUD13
Invoice NEXT
Bill Type Identifier INT Q
Bill Source LOCAL_REV Q
Customer LOC0006236 × Q
Invoice Date 01/31/2017
Accounting Date 01/31/2017



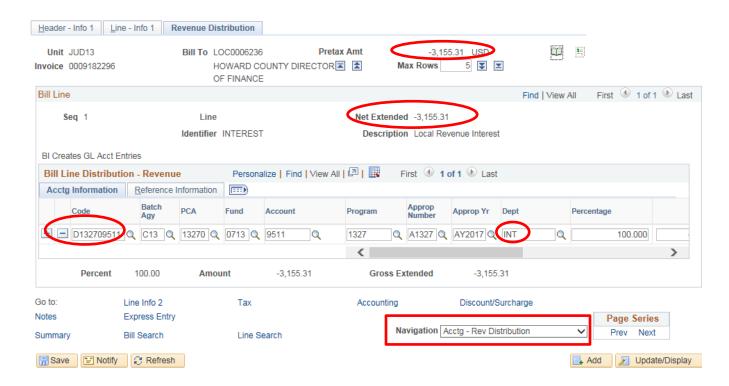


- 3. The default tab, *Header Info 1*, of the bill detail page will display.
  - a. Click the Line Info 1 tab.
- 4. The Line Info 1 page will display.
  - a. Table: Enter "ID"
  - b. Identifier: Enter "INTEREST"
  - c. Gross Extended: (Enter the *negative* dollar amount (e.g. -\$5.00) to be disbursed to the 1<sup>st</sup> customer from the Disbursement Transmittal Summary report with interest amounts listed.) If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: \$1000.00 entered BUT \$999.98 disbursed on report)
    - i. Add the difference to the Disbursement Party/Agency with the largest portion of the Local Revenue.
    - ii. Be sure to add this to the Gross Extended amount on the bill.
  - d. Click the Refresh button.
  - e. Click the Accounting link.



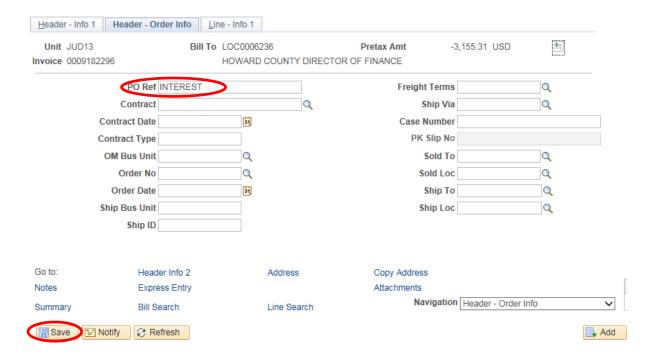


- 5. The Acctg Rev Distribution tab will display.
  - a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the Distribution **Code information** is correct (e.g.: Dxx2709511).
    - i. Add "INT" in the "Dept" field. (INT is the Bill Type ID from the Header Info 1 page.)
  - b. Click the Save button. (Note: An Invoice ID is assigned to your interest bill when saved.)
  - c. Select the *Header Order Info* option from the **Navigation:** drop-down at the bottom right of the page.





- 6. The *Header Order Info* tab will display.
  - a. Enter "INTEREST" in the PO Ref: field. NOTE: Must be spelled out as INTEREST.
  - b. Click the Save button.



7. Repeat the *Create a Local Interest Bill Process (STEP 5.2)* for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

**END OF THE "INTEREST FOR CIRCUIT COURT ONLY" PORTION** 

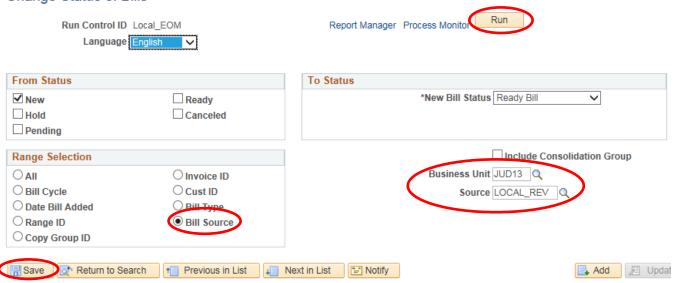


STEP 6: Update Bill Status – All bills generated from the Billing Interface or created manually are saved with a status of "New". These Bills must be changed from a "New" status to "Ready" to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to "Ready". The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to "Ready".

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Change Status of Bills

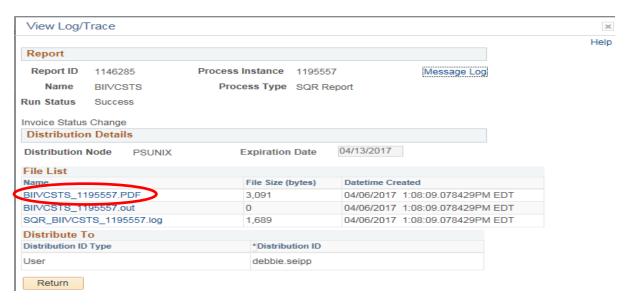
- 8. The *Bill Status Change* Run Control page will display.
  - b. Select a Run Control Search if needed using the "Find an Existing Value" tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
- 9. The Change Status of Bills Run Control page will display.
  - a. Complete the following run control settings:
    - i. From Status: Select "New".
    - ii. To Status: Select "Ready Bill".
    - iii. Range Selection: Select "Bill Source".
    - iv. **Business Unit**: Select "JUD##", where ## is your 2-digit county code.
    - v. **Source:** Enter "LOCAL\_REV".
  - b. Click the Save button.
  - c. Click the Run button.

## Change Status of Bills



- 10. The *Process Scheduler Request* page will display.
  - a. Confirm the BIIVCSTS Process Name is listed and selected in the Process List section.
  - b. Click the OK button.
- 11. The *Change Status of Bills* page will display.
  - a. A Process Instance number will display to show that processing has begun.

- b. Click the Process Monitor link.
- 12. The *Process List* page will display.
  - a. Review the process list to see the BIIVCSTS process is running.
  - b. Click the Refresh button until Run Status = Success and Distribution Status = Posted.
  - c. Click the Details Link next to the Distribution Status.
- 13. The *Process Detail* page will display.
  - a. Click the View Log/Trace link to review the logs associated with the results of the process.



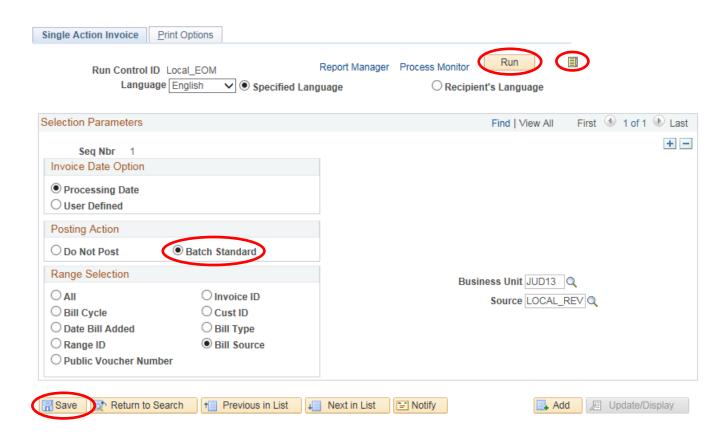
- 14. The View Log/Trace page will display.
  - a. Click the biivcsts PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of "RDY".



## STEP 7: Process Single Action Invoice - Finalize bills by running the Single Action Invoice process.

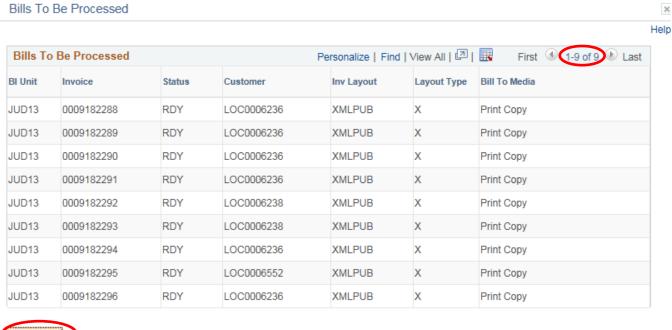
NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

- 1. The Single Action Invoice page will display.
  - a. Select a Run Control. Our recommendation is to use the run control id created for LRV or Loc. Rev.
- 2. The Single Action Invoice Run Control page will display.
  - a. Complete the following run control settings:
    - i. Invoice Date Option: select "Processing Date".
    - ii. Posting Action: select "Batch Standard".
    - iii. Range Selection: select "Bill Source".
    - iv. **Business Unit:** enter "JUD##", where ## is your 2-digit county code.
    - v. Source: enter "LOCAL REV".
  - b. Click the Save button.
  - c. Click the "Bills to be Processed" icon 🗐 in the upper right to confirm the number of Bills.



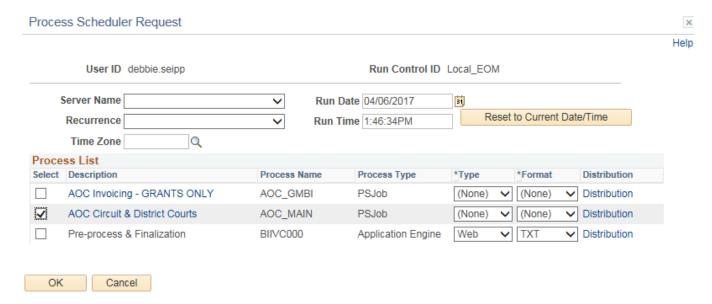


i. Click the **Return** button to return to the *Single Action Invoice* run control page, and then click the **Run** button.



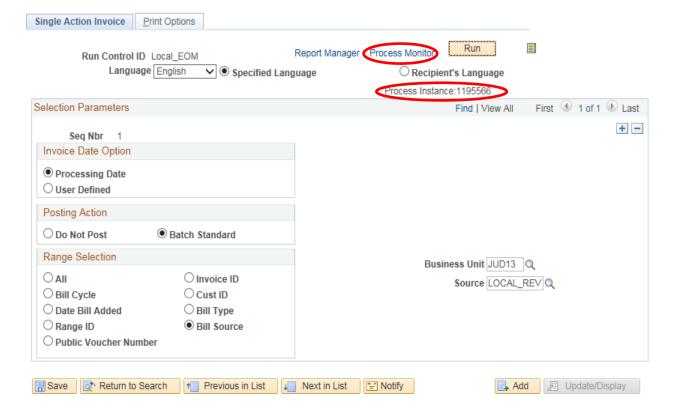


- 3. The Process Scheduler Request page will display.
  - a. Select the AOC MAIN (AOC Circuit & District Courts) Process Name in the Process List section.
  - b. Click the **OK** button.





- 4. The Single Action Invoice Run Control page will display.
  - a. A Process Instance number will display indicating that the AOC\_MAIN process has begun.
  - b. Click the **Process Monitor** link.





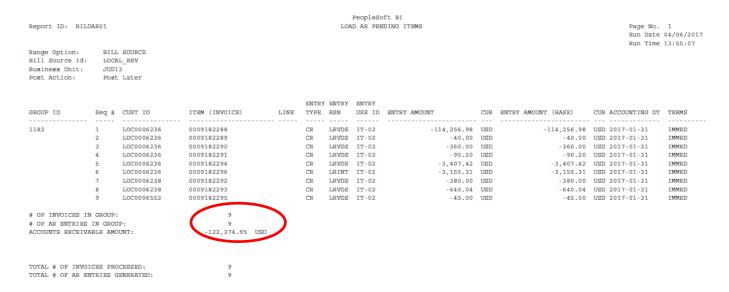
- 5. The *Process List* page will display.
  - a. Click the AOC MAIN process name link to see its sub-processes.
  - b. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".



- i. Click the BIIVC000 sub-process.
  - 1. Click the Message Log link. This number should match the number of bill headers you noted from the Billing Interface process.

**NOTE:** Make sure that "0 bill(s) were found to contain errors(s)." **If there are errors, STOP and call the helpdesk.** 

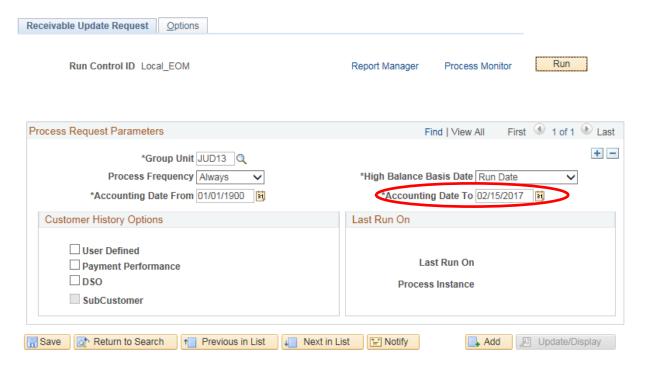
- ii. Click the **Return** button, then the **OK** button to return to the AOC\_MAIN. Click the BILDAR01 sub-process.
  - Click the <u>View Log/Trace</u> link and select the PDF file. Review the "Load AR Pending Items" report to confirm total # of invoices and amounts.



STEP 8: Run the AR\_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer's bills or payments in the AR module.

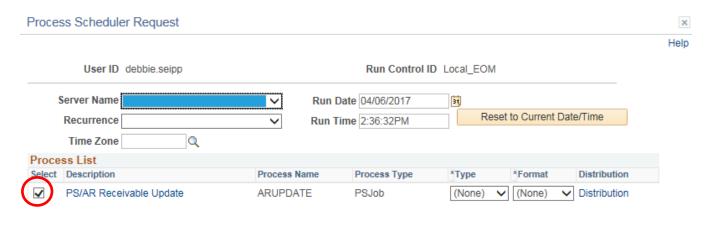
NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

- 1. The Request Receivables Update Run Control page will display.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab or create a new one by selecting the "Add a New Value" tab and enter a Run Control ID (e.g.: "LRV" for Local Revenue).
- 2. The Receivable Update Request page will display.
  - a. Enter the following run control parameters.
    - i. **Group Unit:** Enter "JUD##", where ## is your 2-digit county code.
    - ii. Process Frequency: = "Always"
    - iii. Accounting Date From: Enter 01/01/2017.
    - iv. Accounting Date To: Enter today's date.
  - b. Click the Save button.
  - c. Click the Run button.



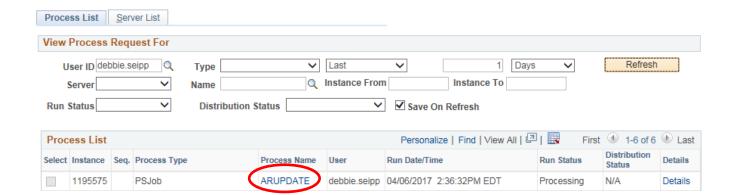


- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the ARUPDATE (PS/AR Receivable Update) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.



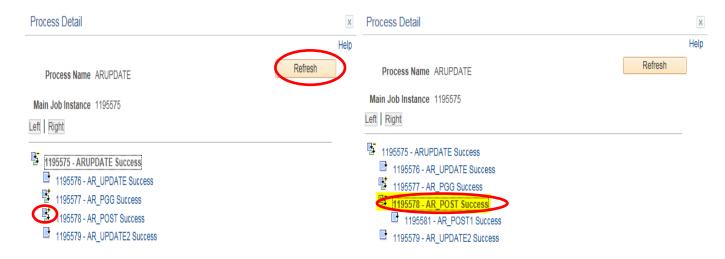


- 4. The Receivable Update Request page will display.
  - a. A Process Instance number will display indicating that the ARUPDATE process has begun.
  - b. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - a. Review the *Process List* to see the ARUPDATE process is running.
  - b. Click the **ARUPDATE** process name link to see its sub-processes.



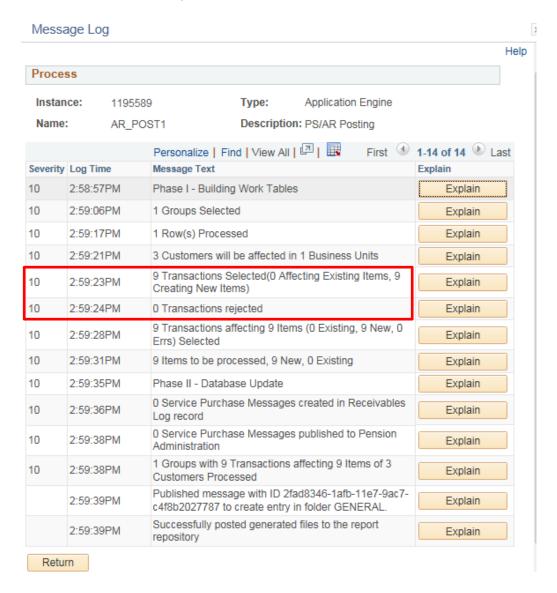


- 6. The Process Detail page will display.
  - a. Click the Refresh button until the status of all sub-processes reads "SUCCESS".
  - b. Click the expand icon for the AR POST sub-process.
  - c. Click the AR POST1 link.





- d. Click the Message Log link to review the number of updated transactions. Take note of:
  - i. The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 9 Transactions selected to be processed).
  - ii. The number of Transactions rejected. If there are rejected transactions, **STOP and call** the JIS Help Desk to submit a ticket.



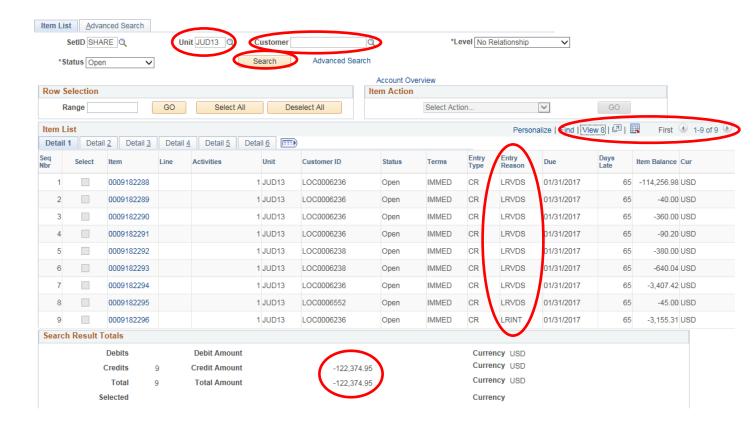


# STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

**NOTE**: To view all payments, leave the Customer field blank.

NAVIGATION: Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

- 1. The *Item List* page will display.
  - a. SetID: Leave set to the default of "SHARE".
  - b. **Unit:** Enter "JUD##", where ## is your 2-digit county code.
  - c. **Customer:** Leave blank to view all open items for all customers.
  - d. Click the Search button.
  - e. Review the results in the *Item List* section to ensure the Total Amount is correct, and the number of bills in the Item List (blue line) is correct, and that the **Entry Reason** reads "LRVDS or LRINT", as these are the items to be processed.





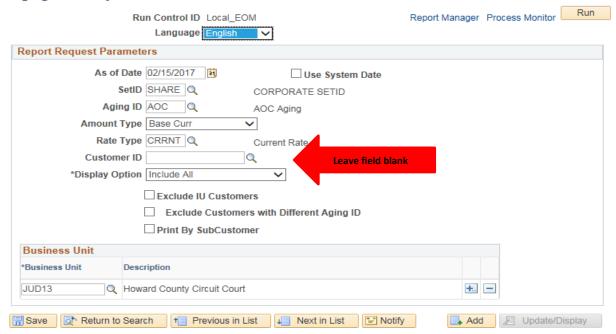
STEP 10: Run the AR Aging Report – Run the *Detail by Unit* Aging report. By using the Detail Aging report, you will see each credit invoice (ordered by LOC customer ID) on the report that corresponds to each Item ID on the Maintenance Refund Worksheet page. This will help to indicate the number of open items to select, and match the total at the bottom of the page to the aging report for that customer.

**Example:** If Customer ID LOC0006599 has 8 open invoices for March on the Aging Report, that same Customer should have 8 open items on the refund worksheet.

NAVIGATION: Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt

- 1. The Aging Detail by Unit Run Control page will display.
  - a. Select a Run Control Use your "LRV" of Local Revenue Run control id as from the previous processes in this document.
- 2. The Aging Detail by Unit page will display.
  - a. Enter the following run control parameters.
    - i. As of Date: = Enter today's date.
    - ii. SetID: Will default to "SHARE".
    - iii. Aging ID: Enter "AOC".
    - iv. Amount Type: Will default to "Base Curr".
    - v. Rate Type: "CRRNT".
    - vi. Customer ID: Leave this field BLANK.
    - vii. **Display Option:** Will default to "Include All".
  - b. In the Business Unit section:
    - i. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
  - c. Click the Save button.
  - d. Click the Run button.

## Aging Detail By Unit





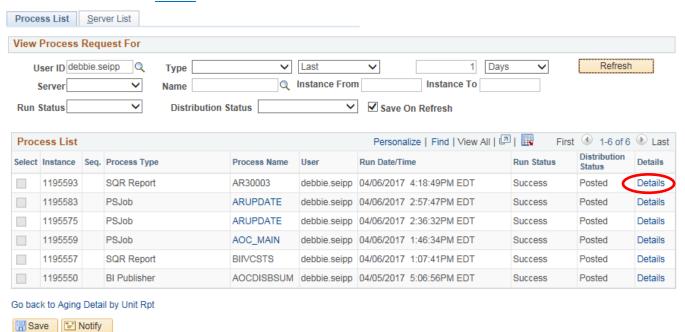
- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the Process Name AR30003 (Aging Detail by Business Unit) is listed and selected in the Process List section.
  - b. Click the **OK** button.

Process Scheduler Request

User ID debbie.seipp Run Control ID Local\_EOM Server Name Run Date 04/06/2017 31 Reset to Current Date/Time Recurrence Run Time 4:18:49PM Time Zone Q **Process List** \*Type Distribution Select Description Process Name **Process Type** \*Format **∨** PDF Aging Detail by Business Unit AR30003 SQR Report Web Distribution



- 4. The Aging Detail by Unit page will display.
  - a. A Process Instance number will display indicating that the process has begun.
  - b. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - a. Review the *Process List* to see the AR30003 process is running.
  - b. Click the **Refresh** button until the **Run Status** = "Success" and the **Distribution Status** = "Posted".
  - c. Click the Details link.





- 6. The *Process Detail* page will display.
  - a. Click the View Log/Trace link.
  - b. Click the PDF link to open the "Aging Detail by Business Unit" report listed by Customer.

    NOTE: This report will list each item or credit bill per customer. You will use this report when creating the refund worksheets to ensure you are selecting all items on this report in your worksheet.

Report ID: Aging Id: Currency Rate Type:	SHARE/AOC Base Currency	PeopleSoft Receivables AGING DETAIL BY BUSINESS UNIT as of 06-APR-2017									Page No. 1 Run Date 04/06/2017 Run Time 16:21:49
Item	Lin	e As Of	Ent Typ/Rsn	Terms Document	Cur Amou	nt	Future	Current	31-60	61-9999	
JUD13	LOC0006236	HOWARD C	COUNTY DIREC	TOR OF FINA ELLICO	OTT CITY	MD					
0009182288	0	01/31/2017	CR LRVDS	IMMED	USD	-114,256.98				-114,256.98	
0009182289		01/31/2017		IMMED	USD	-40.00				-40.00	
0009182290		01/31/2017		IMMED	USD	-360.00				-360.00	
0009182291		01/31/2017		IMMED	USD	-90.20				-90.20	
0009182294		01/31/2017		IMMED	USD	-3,407.42				-3,407.42	
0009182296	0	01/31/2017	CR LRINT	IMMED	USD	-3,155.31				-3,155.31	
	Total HOWA	RD COUNTY DIR	RECTOR OF FI	NANCE		-121,309.91				-121,309.91	
JUD13	JUD13 LOC0006238 HOWARD COUNTY BAR LIBRARY FUND ELLICOTT CITY MD										
0009182292 0009182293		01/31/2017 01/31/2017		IMMED IMMED	USD	-380.00 -640.04				-380.00 -640.04	
0009182293	· ·	01/31/2017	CR HRVDS	IMAD		-040.04				-040.04	
	Total HOWA	WARD COUNTY BAR LIBRARY FUND				-1,020.04				-1,020.04	
JUD13	LOC0006552	District	Court #10	of Maryland Ellico	ott City	MD					
0009182295	0	01/31/2017	CR LRVDS	IMMED	USD	-45.00				-45.00	
	Total Dist	rict Court #1	0 of Maryla	and		-45.00				-45.00	
Tot-1	JUD13					-122,374.95	<u> </u>			-122,374.95	
TOLAI	00013					-122,374.95				-122,374.95	

# GEARS

# OTC - End-of-Month Local Revenue Disbursements - Balt City DC

STEP 11: Create a Refund Worksheet - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement.

NAVIGATION: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

**NOTE:** Click Search to see if there are already existing worksheets before creating a new worksheet. If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.

#### TO CREATE A NEW WORKSHEET

NAVIGATION: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

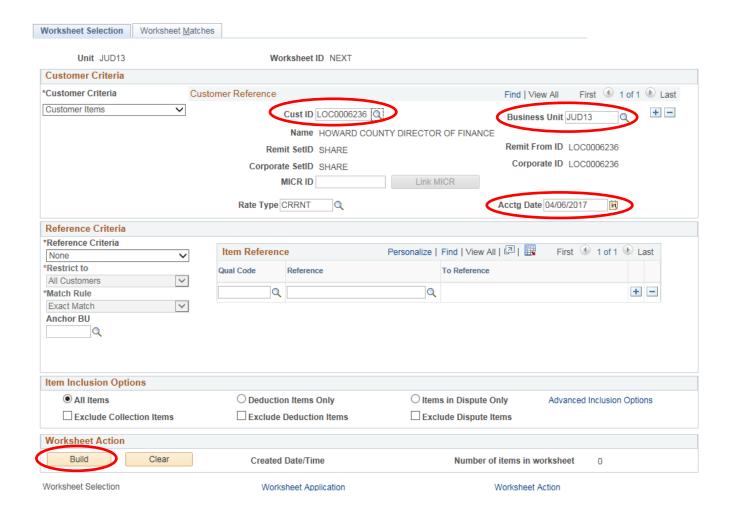
- 1. Click the Add a New Value tab to create a new worksheet.
  - NOTE: A Refund Worksheet must be created for each customer to receive a disbursement.
    - a. Worksheet Business Unit: Enter "JUD##".
    - b. Click the Add button.

**Create Worksheet** 

Find an Existing Value Add a New Value										
Worksheet Business Unit JUD13 Q										
Worksheet ID NEXT										
Add										

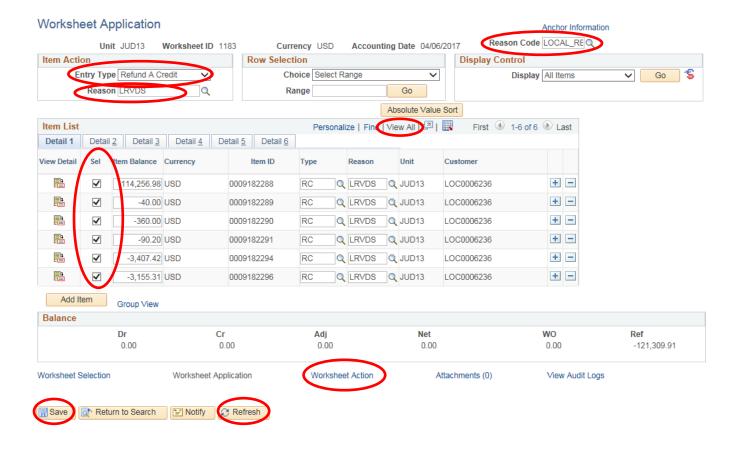


- 2. The Worksheet Selection page will display.
  - a. **CustID:** Enter the customer number from the Aging Report (LOC000xxxxx).
  - b. Hit the "TAB" key on your keyboard to auto-fill the remaining information.
  - c. Be sure the Business Unit field has your JUDxx filled in. If not, insert it.
  - d. Be sure that the **Acctg Date**: defaults to today's date.
  - e. Click the Build button.





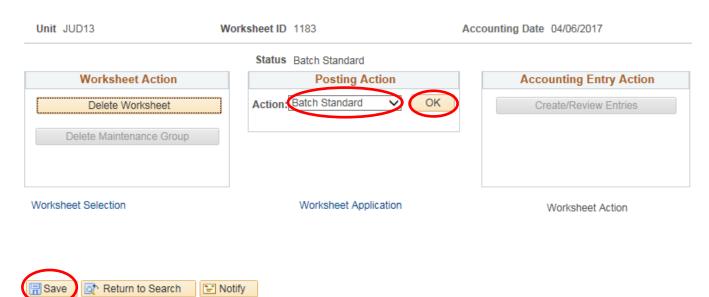
- 3. The Worksheet Application page will display. Perform the following steps in the order they are listed:
  - a. **Reason Code:** Enter "LOCAL\_REV" in the upper right corner of the page.
  - b. In the Item Action section:
    - i. Entry Type: Select "Refund A Credit".
    - ii. Reason: Select "LRVDS" or select from the look-up list by using the magnifying glass.
  - c. In the Item List section, click the View All link if necessary to see all entries for disbursement.
    - "SEL" Select the checkbox to the left of Item Balance for ALL of the entries to be disbursed, including interest.
  - d. Click the **Refresh** button to auto-fill the *Type* and *Reason* fields for each line selected.
  - e. Click the Save button.
  - f. Click the Worksheet Action link at the bottom of the page.





- 4. The Worksheet Action page will display.
  - a. In the Posting Action section, select the Batch Standard option.
  - b. Click the **OK** button.
  - c. Click the Save button.

#### Worksheet Action



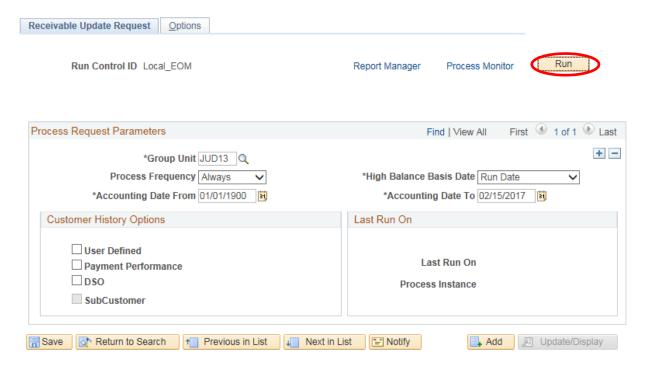
Note: Repeat STEP 11 as needed for each customer receiving a disbursement.



# STEP 12: Re-Run the AR\_UPDATE Process for Local Revenue

NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

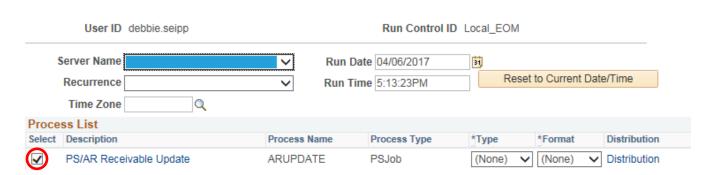
- 1. The Request Receivables Update Run Control page will display.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab or create a new one by selecting the "Add a New Value" tab and enter a Run Control ID (e.g.: "LRV" for Local Revenue).
- 2. The Receivable Update Request page will display.
  - a. Enter the following run control parameters.
    - i. Process Frequency: = "Always"
    - ii. Accounting Date From: 01/01/2017.
    - iii. Accounting Date To: Enter today's date.
  - b. Click the Save button.
  - c. Click the Run button.





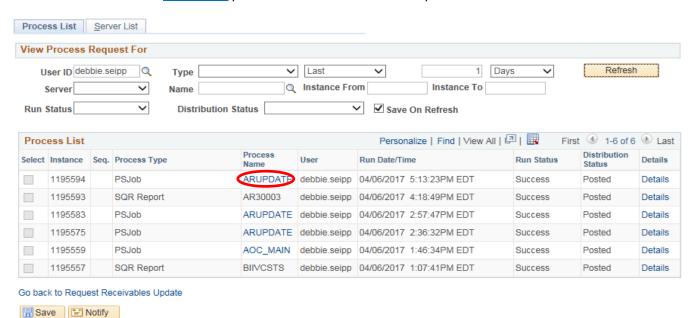
- 3. The *Process Scheduler Request* page will display.
  - a. Confirm the ARUPDATE (PS/AR Receivable Update) Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

#### Process Scheduler Request



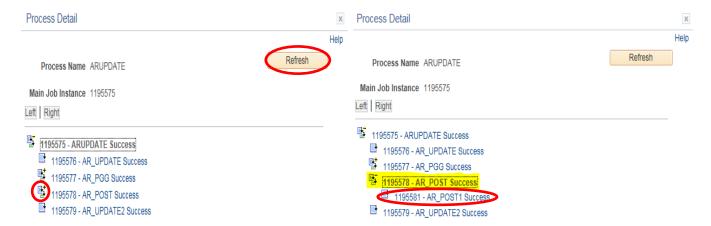


- 4. The Receivable Update Request page will display.
  - a. A Process Instance number will display indicating that the AOC\_MAIN process has begun.
  - b. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - a. Review the *Process List* to see the ARUPDATE process is running.
  - b. Click the ARUPDATE process name link to see its sub-processes.

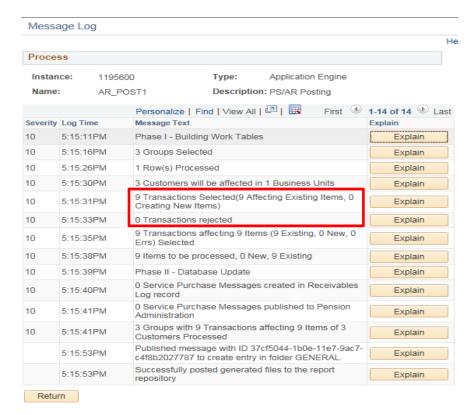




- 6. The Process Detail page will display.
  - a. Click the Refresh button until the status of all sub-processes reads "SUCCESS".
  - b. Click the expand icon structure for the AR POST sub-process.
  - c. Click the AR POST1 link.



- d. Click the Message Log link to review the number of updated transactions. Take note of:
  - i. The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier. (e.g., 3 Groups Selected)
  - ii. The number of Items to be processed. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 9 Items to be processed)



# STEP 13: Re-Run the AR Aging Report – to confirm the LOC Customers no longer exist.

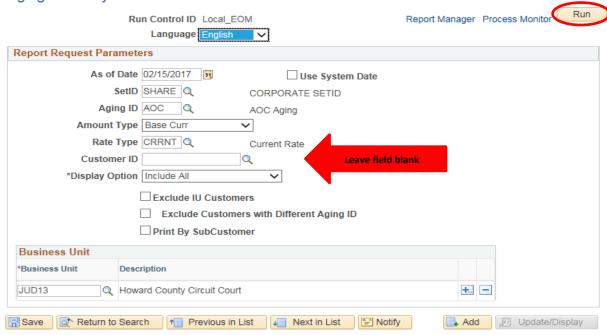
NAVIGATION: Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt

- 1. The Aging Detail by Unit Run Control page will display.
  - a. Select a Run Control Use the same run control from the previous time you ran this report.

**Note:** if you choose the same run control from the previous report process you need only to change the As of Date, Save and Run.

- 2. The Aging Detail by Unit page will display.
  - a. Enter the following run control parameters.
    - i. As of Date: = Enter today's date.
    - ii. SetID: Will default to "SHARE".
    - iii. Aging ID: "AOC".
    - iv. Amount Type: Will default to "Base Curr".
    - v. Rate Type: "CRRNT".
    - vi. Customer ID: Leave this field BLANK.
    - vii. Display Option: Will default to "Include All".
  - b. In the Business Unit section:
    - i. **Business Unit**: Enter "JUD##", where ## is your 2-digit county code.
  - c. Click the Save button.
  - d. Click the Run button.

#### Aging Detail By Unit



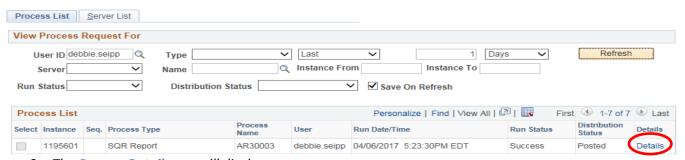


- 3. The Process Scheduler Request page will display.
  - a. Confirm the AR30003 Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.





- 4. The Aging Detail by Unit page will display.
  - a. A Process Instance number will display indicating that the AR30003 process has begun.
  - b. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - a. Review the Process List to see the AR30003 process is running.
  - b. Click the Refresh button until the status reads "SUCCESS".
  - c. Click the Details link.



- 6. The *Process Detail* page will display.
  - a. Click the View Log/Trace link.
  - b. Click the PDF link to open the Aging Detail by Business Unit report.

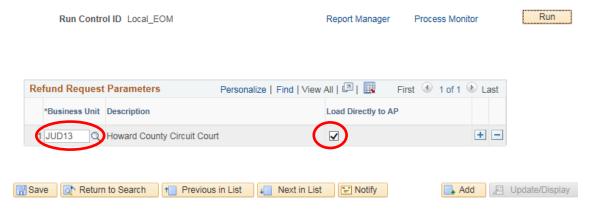


STEP 14: Load to AP for Voucher Creation – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the Vouchers are created and funds are disbursed.

NAVIGATION: Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

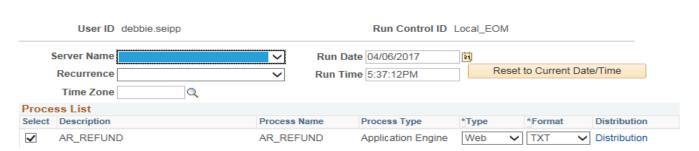
- 1. The *Request Refund Item* page will display.
  - a. Select a Run Control Search if needed using the "Find an Existing Value" tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
- 2. The *Refunds* page will display.
  - a. Unit: Enter JUD##.
  - b. Load Directly to AP: Defaults with a check in the checkbox. THIS IS VERY IMPORTANT
  - c. Click the Save button.
  - d. Click the Run button.

#### Refunds



- 3. The Process Scheduler Request page will display.
  - a. Confirm the AR\_REFUND Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

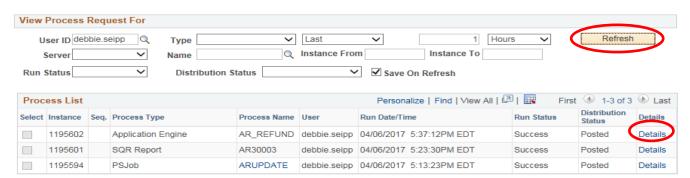
#### Process Scheduler Request



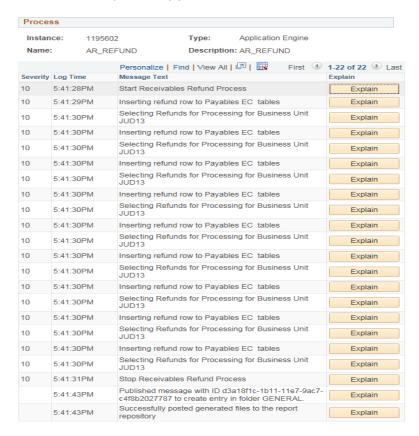




- 4. The *Refunds* page will display.
  - a. A Process Instance number will display. Click the Process Monitor link.
- 5. The *Process List* page will display.
  - Review the Process List to see the AR\_REFUND process is running.
  - Click the Refresh button until the Run Status reads "Success" and the Distribution reads "Posted".



Click the *Details* link. Each row listed with 'JUDxx' (13) represents the number of invoices (9) previously processed.



#### **END OF THE LOCAL REVENUE DISBURSEMENT PROCESS**